



Department of Health and Human Services
Public Health Service
Indian Health Service



Vacancy Announcement

Announcement No.: **IHS-06-062**
Opening Date: **08-14-06**
Closing Date: **Open Until Filled**
Area of Consideration: **ALL SOURCES**
And Any Qualified Indian Candidates

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Architect
GS-0808-12/13

OFFICE LOCATION:

Office of Environmental Health and
Engineering
Division of Engineering Services

SALARY RANGE:

GS-12: \$64,434 - \$83,760 PA
GS-13: \$76,622 - \$99,604 PA

DUTY STATION: Dallas, Texas

- **Applications will be accepted until sufficient applications have been received. First cutoff date is August 29, 2006 with subsequent cutoff dates every 15 days or until the position is filled.**
- This is a competitive vacancy, open to all United States citizens; status and non-status candidates as advertised under the delegated examining authority to the Indian Health Service by the Office of Personnel Management.
- Position has promotional opportunity to the GS-13 level.
- Position does not contain supervisory responsibilities.
- Travel and relocation expenses will **not** be paid. Applicants who wish to relocate to Dallas, Texas for their own benefit may apply. If there are no Indian Preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.
- 40% of time may be in travel to remote project sites.
- **Selective Placement Factor - Must be currently licensed as a Registered Architect.**

STATEMENT OF DUTIES:

Serves as one of several architects on the staff of DHHS/IHS Division of Engineering Services with overall responsibility for the technical and business management of designated major building projects from the preliminary planning stage through the design, construction, equipment installation, and check-out stages. Assignments: (a) encompass functional tasks such as planning, organizing, controlling, coordinating, reviewing, and approving design and construction work performed by others (b) embrace a multimillion dollar project such as an educational institutional housing project, public building, or medical facility, which typically requires a span of four years or more to complete and entails special problems requiring unusual treatment; or embrace several highly complex or intensive renovations of medical and educational facilities which require facilitating sensitive

administrative, architectural/engineering issues, and provides architectural consultation service to other non-architect project managers, (c) involves broad directive authority over the planning, control and use of resources and efforts of agency and contractor organizations; and (d) entail contracting officer representation for execution and administration of personal and professional services contracts. Participates with key agency personnel and those of a client agency who are responsible for defining the goals of a project, working with them to prepare a master plan for accomplishing such goals. Prepares architectural and support cost estimates to achieve the goals of the master plan. Prepares schedules for complete project, implementing a system for review, control, and reporting on project status. Negotiates contract specifications and design changes with organizational elements of the agency and contractors. Reviews and analyzes submissions of concepts, preliminary and working drawings prepared by contracted architect/engineers for compliance with agency standards, policies, and goals at regular stages of completion, providing guidance to architect/engineers on scope or special features, and identifying and recommending correction of planning errors or improvement of architectural features coordinating any A/E changes with other agency elements and resolving discrepancies in opinions or submissions which affect agency elements or outside firms, other government agencies, or other interested parties. Participates in review of bids, contractors' proposals, contract specifications and designs, as well as technical and business discussions with contractors. Monitors and assesses effectiveness of contractors in meeting contractual requirements, technical and administrative. Monitors project reviews, readjusting money, schedules, and work for completing project. Resolves problems or conflicts impeding progress, assuring that contractor and agency staffs work effectively toward timely completion of project. Serves as architectural expert in construction inspections to assure conformance to contract documents. Provides post-occupancy evaluation to determine functionality of completed project. Serves as a member of A/E selection boards for procurement of A/E services under the Brooks Act. Participates in site selection teams, which recommend selection of sites for new construction. Performs facility surveys on HHS/Ed owned, leased, or funded installations to monitor maintenance and to determine required functions and safety code improvements.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATIONS REQUIRED (Education and Experience):

A) Degree: **Architecture**; or related field that included 60 semester hours of course work in architecture or related disciplines of which at least (1) 30 semester hours were in architectural design, and (2) 6 semester hours were in each of the following: structural technology, properties of materials and methods of construction, and environmental control systems.

OR

A. Combination of education and experience-college level education, training, and/or technical experience that furnished (1) a thorough knowledge of the arts and sciences underlying professional architecture, and (2) a good understanding, both theoretical and practical, of the architectural principles, methods, and techniques and their applications to the design and construction or improvement of buildings. The adequacy of such background must be demonstrated by at least one of the following:

1. *Related Curriculum:* Degree in architectural engineering may be accepted as satisfying in full the basic requirements, provided the completed course work in architectural engineering provided knowledge, skills, and abilities substantially equivalent to those provided in the courses specified in paragraph A. The curriculum for a degree in either architecture or architectural engineering covers function, esthetics, site, structure, economics, mechanical-electrical, and other engineering problems related to the design and construction of buildings primarily (but not exclusively) intended to house human activities. The courses required for a degree in architecture generally place emphasis upon planning, esthetics, and materials and methods of construction, while the courses for an architectural engineering degree place equal or greater weight on the technical engineering aspects such as structural systems, mechanical systems, and the properties of materials. Because of this difference in emphasis, persons with degrees in architecture may have a preference for work assignments that offer greater opportunities for them to express their artistic and creative abilities. As a result, they may be more concerned with planning and design aspects of architecture, and persons with degrees in architectural engineering may be more engaged in aspects emphasizing technical engineering considerations.
2. *Experience:* An applicant lacking a degree in architecture must have had 1 year of experience in an architect's office or in architectural work for each year short of graduation from a program of study in architecture. In the absence of college courses, 5 years of such experience is required. This experience

must have demonstrated that the applicant has acquired a thorough knowledge of the fundamental principles and theories of professional architecture.

AND

- At the GS-12 grade level, In addition to the basic requirements above, candidates must have 52 weeks of **specialized experience** equivalent to at least GS-11 grade level.
- At the GS-13 grade level, In addition to the basic requirements above, candidates must have 52 weeks of **specialized experience** equivalent to at least GS-12 grade level.

Specialized Experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or related to the work of the position to be filled. **Specifically**, this is experience with architectural, mechanical, electrical, civil, or structural engineering concepts, principles and practices and their application to the design and construction of health care and related facilities; experience in project management for those facilities; experience negotiating and resolving complex issues, and working collaboratively to complete projects; administering contracts for those facilities; and communicating orally and in writing to diverse audiences on this subject.

SELECTIVE PLACEMENT FACTOR: Must be currently licensed as a Registered Architect by a State, the District of Columbia, Guam, or Puerto Rico. Please attach a copy of your REGISTRATION as a PROFESSIONAL ARCHITECT to your resume / application in order to receive consideration for this position.

REQUIRED DOCUMENTS:

- * Copy of college transcripts **must** be submitted to receive credit for education.
- * Copy of your professional license/registration **must** be submitted with application.

NOTES:

- * Applicants must meet all time-in-grade requirements.
- * Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

EVALUATION METHOD: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs as a separate narrative. The information provided will be used to determine the Best Qualified candidates.

Applicants must address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper.

1. Professional knowledge of architectural, mechanical, electrical, civil, or structural engineering concepts, principles and practices and their application to the design and construction of health care and related facilities. ***(Describe number, type and cost of construction.)***
2. Skill in project management for design and construction of health care and related facilities. ***(Describe size of staff led and extent of software used.)***
3. Knowledge of national building and life safety regulations and codes related to health facilities. ***(Describe level or extent of experience.)***
4. Knowledge of contract administration as it pertains to procurement of Architect/Engineering design and related services and facilities construction. ***(Describe level or extent of experience using regulations, the type of regulation and complexity of facilities.)***
5. Ability to communicate orally and in writing to diverse audiences. ***(Describe level or extent of communication for a given project; and the corresponding project complexity and cost.)***
 - These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b) (8) by Indians

entitled to Indian Preference.

WHO MAY APPLY:

All Sources: This is a competitive vacancy, open to all United States citizens; status and non-status candidates as advertised under delegated examining authority to the Indian Health Service by the Office of Personnel Management.

Merit Promotion Candidates: Applicants will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

➤ **Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.**

Veteran's Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply.

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by Indian Health Manual, Part 7, Chapter 3 and all other documents specified in this announcement including KSAs, transcripts, registration, etc."

Displaced Federal Employees:

SPECIAL SELECTION PRIORITY PROVISIONS FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES UNDER A CAREER TRANSITION ASSISTANCE PLAN (CTAP).

A. CTAP (for Non - DOD Agencies Only)

If you are currently an employee who has received a Reduction-in-Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP). To receive this priority consideration you must:

1. Be a current Indian Health Service career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of the Indian Health Service. You must submit a copy of the RIF notice, CES, or notice of proposed separation with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the Indian Health Service in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to succeed in the position without undue interruption. Under IHS merit promotion procedures, the employee will be rated and ranked against an established cut-off score to determine the best-qualified applicant. A numerical rating of 85 is considered to be well qualified for this position.

B. ICTAP (for all Federal Agencies)

SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been, or is being, terminated; or
 4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF," or retired under the discontinued service retirement option; or

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under Section § 8337(H) or § 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, the employees will be rated and ranked against an established cut-off score to determine the best-qualified applicant. A numerical rating of 85 is considered to be well qualified for this position.

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources at (301) 443-6520. The decision on granting reasonable accommodations will be on a case-by-case basis.

WHERE TO APPLY:

**Indian Health Service
Division of Human Resources
801 Thompson Avenue, Suite 120
Rockville, Maryland 20852**

- A copy of this announcement may be obtained by calling (301) 443-6520. Vacancy Announcements may also be downloaded from the **OPM Website USAJOBS®** (www.usajobs.opm.gov) or **IHS Website** (www.ihs.gov).

- Applications sent via email will be accepted and may be emailed to HQDHR@ihs.gov. All supporting documents **must** be received in this office by the closing date of the announcement.
- For additional information, contact Mary Tanequoot, DHR, at (505) 248-4238.
- Telefaxed copies of applications will not be accepted.

All applications are subject to retention. NO requests for copies will be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual, Part 7, Chapter 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a 'Declaration of Federal Employment' to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

Signature of Applicant

IHS and HHS ARE EQUAL OPPORTUNITY EMPLOYERS

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment
(form number OF-612)

Application for Federal Employment
(form number SF-171)

Resume or Other written application format

***If your resume or application does not provide all the information we request, you may lose consideration for a job.
Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for you're paid and non-paid work experience related to the job for which you are applying:

Job title (if Federal, please indicate series and grade)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (current, former or displaced)
<p>A. Current Billet description</p> <p>B. Most recent 'Commissioned Officers Effectiveness Report'</p>	<p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432</p> <p>Current IHS Headquarters employees may state that proof of Indian preference is on file in the Official Personnel Folder</p> <p><i>Preference will not be given unless a copy of the 4432 is attached to the application.</i></p>	<p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15</p> <p>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability.</p> <p><i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	<p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

Applicant Background Survey

GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:

B. Year of Birth:

C. For Agency Use:

D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

F. Race (select one or more)

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- ☐ Male
- ☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. ■ **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. ■ **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. ■ **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.

